Developmental assessment is the process of discovering what children can do and how they do it. You set an initial (baseline) assessment and then record subsequent (ongoing) observations. Subsequent observations can be recorded by individual child, by goal, or by class.

**ESTABLISH BASELINE**

The baseline assessment is the first assessment you record on a child. It is an educated estimate a teacher makes as to what a child knows.

The optional *Amount Learned* tool can be used once (per child, per scale) at the beginning of the program year or when a child first enters your class.

1. Click the **Assessment** tab.
2. Click the **By Child** link under **Enter Observations**.
3. Select your **Class**, **Child** and **Scale**.
4. Select the **Observation Date** using the drop-down menu. (It will default to today’s date.)
5. Scroll down the page to review the capabilities. As you are doing so, count (DON’T check off capabilities) the number of capabilities you would estimate the child knows.
6. Move the slide bar to select the **Amount Learned.** This is the number that you believe corresponds to the amount of capabilities the child already knows.
7. Answer the warning window. Click on **OK** if you just started using Galileo and you have not entered any observations yet. Using the *Amount Learned* tool, deletes any observational data already entered for the child.
8. Click the **Save Changes** button.

**SUBSEQUENT OBSERVATIONS BY CHILD**

1. Click the **Assessment** tab.
2. Click the **By Child** link under **Enter Observations**.
3. Select your **Class**, **Child**, **Scale**, and **Observation date**.
ANECDOTAL NOTES (OPTIONAL)
1. Open the Anecdotal Notes tool by clicking on the Show/Hide link.
2. Click the Insert Date on top of the textbox. Once the notes box is opened Galileo will automatically make note of each capability you check off. You may type your anecdotal notes in the text box next to each goal that is inserted.
3. Click the Spell Check button.
4. Keep the Anecdotal Notes box open while recording observations.

RECORDING OBSERVATIONS
1. On the left side, check off the capabilities that the child has learned. The Planning Level automatically is updated to “Learned.”
2. On the right side, select the Data Source.
3. Click the Save Changes button.
4. Repeat these steps for the other scales and other children.

Remember check on the left, change on the right!

SCALE EXAMPLE

OBSERVATIONS BY CHILD PAGE
To view an example of a capability on the Observations by Child page, click on the capability/goal link.

SCALE EXAMPLES REPORT
You can view examples of all the capabilities within a scale.
1. Click the Assessment tab.
2. Click the Scale Examples link under Enter Observations.
3. Select the Library and Scale you wish to include in your report.
4. Click the Display Goal Examples button.
5. The report opens in a new window.

OBSERVATIONS BY GOAL
To document subsequent observations using the Observations by Goal page, refer to A Guide for Galileo® Pre-K Online Observations by Goal document for directions.

OBSERVATIONS BY CLASS
To document subsequent observations using the Observations by Class page, refer to A Guide for Galileo® Pre-K Online Observations by Class document for directions.

DEVELOPMENT ASSESSMENT SCALES
Your agency determines what scales you are using. Scales may be assigned for use in accessing children’s accomplishments. Refer to the Fundamentals of Galileo: Developmental Assessment manual for directions.